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21 May 1954

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SUBJECT: Organization charts

1. In view of the attached memorandum from the SA/DD/A, may I suggest that the Management Staff be requested to furnish the appropriate chart whenever there is a change in any of the Organization Regulations.

2. This procedure would be in line with our current practice of requiring the initiating office to furnish the art work for figures, charts, or other exhibits which are made a part of any Agency Regulation. While  does not specifically state that the Management Staff is responsible for developing organization charts, it is inherent in their functions.

3. A tentative schedule for the development of a uniform set of organization charts was worked out with the Cartography Division on 26 April. This schedule was dependent, of course, on approval of the overall organization chart referred to in the attached memorandum. I have refrained from making any further contacts with Cartography pending receipt of instructions from you.

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~~SECRET~~

ER 5-5427

10 May 1954

MEMORANDUM FOR: Chief, Regulations Control Staff

SUBJECT : Organizational Charts

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1. I am returning herewith the revised chart for  which you have submitted to the A-DD/A for approval. As I understand it, your immediate objective is to set up these organizational charts in the Cartography Division on a master-chart basis on which changes can be stripped in without the need to re-do the entire chart when minor changes are required. This apparently is a technical problem requiring no approval from the A-DD/A provided there is adherence to the formally approved organization structure as presently reflected in Agency regulations.

2. The chart you have submitted, however, for formal approval materially alters the approved manner of presenting organizational structure, and I believe the result might be highly controversial. Consequently, if the Management Staff is formally recommending such a change, I believe it should formally present its recommendations to the A-DD/A.

Special Assistant to the  
Deputy Director  
(Administration)

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Attachment

~~SECRET~~

5-5349

6 May 1954

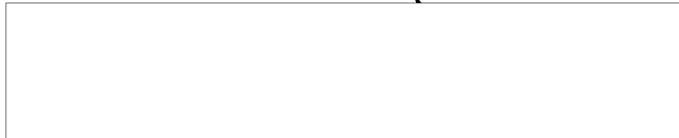
MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Organization Charts

1. In order to facilitate the revision of organization charts when necessitated by organizational changes, this Staff has requested the Cartography Division to develop a uniform set of charts which may be revised as required with a minimum amount of art work.

2. Of the 18 charts involved, only one requires complete redesigning and that is the overall chart. A rough sketch of a suggested format for the overall chart, which has been developed in collaboration with the Management Staff and the Cartography Division, is attached for your approval and recommendation of any changes desired. Upon receipt of your approval and recommendation, this Staff will instruct the Cartography Division to proceed with the art work.

3. The development of a uniform master set of charts will, of course, result in better presentation when printed. However, the main purpose in redrafting the charts is to establish a mechanism whereby changes can be made with minimum speed and effort. It is not planned to publish any redesigned charts until a change in the corresponding Regulation creates a necessity therefor.

  
Chief, Regulations Control Staff

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